

**BYLAWS OF THE
ENVIRONMENTAL BOARD**

ARTICLE 1. NAME.

The name of the board is Environmental Board.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the Environmental Board is to:

- (A) review and analyze the policies relating to the environmental quality of the city, to act as an advisory board to the city council, the city manager, and the department in their efforts to oversee the protection and integrity of the natural environment, promote growth management and land use planning, minimize degradation of water resources, protect downstream areas, and promote recreation opportunities and environmental awareness.
- (B) assist the city council, the city manager, and the department in studying, promoting and enforcing environmental protection policies to assure the health, safety, welfare and quality of life of all citizens within the City's incorporated boundaries as well as those within its extraterritorial jurisdiction where the boundaries apply.
- (C) advise the city council, the city manager, and the department concerning policies, projects, and programs that affect the quality of life or have the potential to affect the environment, including those that relate to or affect:
 - (1) water quality:
 - (a) watershed protection;
 - (b) urban runoff;
 - (c) innovative wastewater treatment;
 - (d) regional wastewater treatment;
 - (e) improvement and protection of the Colorado River and the Edwards Aquifer; and
 - (f) wastewater irrigation;
 - (2) growth management and land use planning:
 - (a) municipal utility district review;
 - (b) capital improvement project review; and
 - (c) the comprehensive plan;
 - (3) construction controls for erosion and sedimentation;
 - (4) City environmental policies regarding monitoring and enforcement;
 - (5) solid waste disposal plan alternatives;

- (6) watershed protection:
 - (a) flood control;
 - (b) erosion control;
 - (c) water quality; and
 - (d) utility management;
 - (7) roadway planning;
 - (8) beautification;
 - (9) recreation resources;
 - (10) public education on environmental matters;
 - (11) hazardous waste materials management;
 - (12) revegetation and landscaping;
 - (13) air quality; and
 - (14) noise abatement;
- (D) The board shall:
- (1) review all variances to requirements for water quality related to environmentally sensitive areas;
 - (2) review the monitoring of storm water runoff in developed and undeveloped areas;
 - (3) review the efficiency of existing and proposed structural and nonstructural controls;
 - (4) periodically review the effectiveness of Chapter 25-4 (Subdivision);
 - (5) review waste treatment permits within the city's extraterritorial jurisdiction;
 - (6) review programs and policies for flood control, erosion control, and water quality;
 - (7) review capital improvement projects;
 - (8) review municipal utility district proposals and amendments;
 - (9) review roadway plan amendments;
 - (10) recommend urban runoff standards; and
 - (11) review the environmental elements of planned unit developments.

- (E) Recommend and initiate, with the advice and consent of the city council, specific project studies concerning any of the matters described in Subsections (H) and (I) of Section 2-1-144 of the City Code or any other related environmental issue.
- (F) Make reports and recommendations for standards and criteria concerning any of the matters described in Subsections (H) and (I) of Section 2-1-144 of the City Code or any other related environmental issue.
- (G) Promote close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting natural resource and environmental activities, so that all similar activities within the city may be coordinated to secure the greatest public welfare.

ARTICLE 3. MEMBERSHIP.

- (A) The board is composed of seven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Board members serve for a term of three years beginning August 1st on the year of appointment
- (D) An individual board member may not act in an official capacity except through the action of the board.
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a rolling twelve month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of a board member, an illness or injury of a board member's immediate family member, or the birth or adoption of a board member's child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.
- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

ARTICLE 4. OFFICERS.

- (A) The officers of the board shall consist of a chair, vice-chair and secretary.
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after October 1st. In the event a current officer becomes ineligible to serve as an officer, the board may hold an emergency election as needed.
- (C) The term of office shall be one year, beginning November 1st and ending October 31st. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a board for more than three consecutive one-year terms. A person who has served as an officer in a designated position of a board for three consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person's service in that office. The board may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized board members.
- (D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

- (A) The chair shall preside at board meetings, appoint all committees, and represent the board at ceremonial functions and approve each final meeting agenda.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair, in the absence of the chair and the vice-chair, the secretary shall perform all duties of the chair.
- (C) The secretary shall carry the main responsibility of issuing motions.

ARTICLE 6. AGENDAS.

- (A) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- (B) The board liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

- (B) Board meetings shall be governed by Robert's Rules of Order.
- (C) The board may not conduct a closed meeting without the approval of the city attorney.
- (D) The board shall meet twice a month. In November of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A board may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.
- (F) Four members constitute a quorum.
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- (I) The chair has the same voting privilege as any other member.
- (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.
- (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Watershed Protection Department shall retain all other board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.
- (N) Each person and board member attending a board meeting should observe decorum pursuant to Section 2-1-48 of the City Code.

ARTICLE 8. COMMITTEES/WORKING GROUPS.

COMMITTEES

- (A) The Environmental Board shall have the following committees:

- (1) Joint Environmental/Parks Board –The duties of the Joint Committee are to review and recommend actions related to the Barton Springs Master Plan.
 - (2) Urban Growth Policy – The committee is charged with reviewing recommendations for future planning related to water quality regulations being proposed by the Watershed Protection Department staff located primarily in the suburban watersheds located in the Desired Development Zone.
 - (3) Water Treatment Plan #4- The committee monitors and makes recommendations related to the environmental issues encountered during the construction of the plant and the transmission mains associated with the plant.
 - (4) Development – The committee works on development issues and other development related ordinances, including any development being planned under the redevelopment exception to the SOS Ordinance,
 - (5) Water Quality Regulations – The committee oversees the current water quality regulations and participates in making recommendations for future proposed regulations for the City of Austin and its surrounds.
 - (6) Watershed Protection Department Budget Committee – The committee reviews and recommends for approval the annual budget for the Watershed Protection Department.
 - (7) Air Quality Committee – The committee monitors and makes recommendations regarding issues to air quality within the City of Austin and surrounding areas.
- (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet until its creation is approved by the Council Audit and Finance Committee. Each committee shall consist of at least three board members appointed by the chair. A staff member shall be assigned to each committee by the director of the Watershed Protection Department.
- (C) The board chair shall appoint a board member as the committee chair, with the members' consent.
- (D) A majority of the total number of appointed committee members constitutes a quorum.
- (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
- (F) Each committee shall make an annual report to the board at the January board meeting.
- (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has a conflict of interest.

WORKING GROUPS

- (A) The board can determine the size of a working group but the number of board members serving on the working group must be less than a quorum of the board.

- (B) A working group may designate a chair, with the member's consent, but is not required to do so.
- (C) Quorum requirements do not apply to working groups.
- (D) Staff support will not be provided for working groups.
- (E) Working groups are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 9. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the board or city council may adopt.

ARTICLE 10. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws, as amended, were approved by the Environmental Board on May 7, 2014.

Marilla Shepherd
Signature of Staff Liaison

Program Coordinator
Title